



Figure 64: Standard Filter dialog

Use the Standard Filter dialog to define the filter conditions to be combined to form the overall filter criteria. Each filter condition is specified by indicating the type of logical operator, the name of a field, a logical condition, and a value.

- **Operator** – for the following arguments, you can choose between the logical operators AND and OR. No logical operator is specified for the first filter condition in the list.
- **Field name** – specifies the field names from the current table to set them in the argument. You will see the column identifiers if no text is available for the field names.
- **Condition** – specifies the comparative operators through which the entries in the *Field name* and *Value* fields can be linked.
- **Value** – specifies a value to filter the field. The *Value* list box contains all possible values for the specified *Field name*. Select a value to be used in the filter, including **Empty** and **Not Empty** entries.
- **Case sensitive** – distinguishes between uppercase and lowercase letters when filtering the data.
- **Range contains column labels** – includes the column labels in the first row of a cell range.
- **Copy results to** – select the check box and then select the cell range where you want to display the filter results. You can also select a named range from the list.
- **Regular expressions** – select to use regular expressions in the filter definition. If selected, you can use regular expressions in the *Value* field of the Standard Filter dialog if the *Condition* field is set to “=” (equal) or “<>” (not equal). For more information about regular expressions, see the section entitled “Regular expressions” in Chapter 1, Introduction.
- **No duplications** – excludes duplicate rows from the list of filtered data.
- **Keep filter criteria** – select **Copy results to** and then specify the destination range where you want to display the filtered data. If this box is checked, the destination range